



Installation Out-Processing Briefing

August 2016

**IMCOM integrates and delivers base support to enable
readiness**

for a self-reliant and globally-responsive

All Volunteer Army

WE ARE THE ARMY'S HOME



OUT-PROCESSING CENTER

PURPOSE

Our mission is to deliver quality customer service to Soldiers departing Hawaii who are preparing to PCS or Transition (Retire, ETS or other separation) out of the Army.



Clearance and Sponsorship Procedures

- ❑ Read briefing slides

***THIS IS YOUR OUT-PROCESSING**

BRIEF*

- ❑ All Soldiers who are within 30 days who are within 30 days of their AVAL (Availability)/Transition Report Date must complete the Out-Processing Briefing
 - **ISSUANCE of CLEARANCE PAPERS - 14 days** prior to AVAL/Report Date
 - **ALL SOLDIERS** are required to be in duty uniform for all out-processing activities.



- ❑ The Army Sponsorship Program is



PCS Out-Processing Procedures

PCS Soldiers Only

Log into the [Army Career Tracker \(ACT\)](#) website and complete the Total Army Sponsorship Program

- Fill out DA Form 5434 and complete sections 1, 2, 4, 5 and digitally sign and save your form. Sponsors will complete Section 3. Exception To Policy (ETP) is required if DA Form 5434 is not complete (**All sections**)
- Complete TASP Survey



Army Career Tracker (ACT)



Actors:
- PCSing Individual
- Sponsor

The screenshot shows the ACT interface with a sidebar on the left containing 'My Notices' and 'Career' sections. The main content area displays the 'DA FORM 5434' with a welcome message and a progress bar. The progress bar shows five steps: 'Complete DA Form 5434' (red), 'Contact your Sponsor' (green), 'Complete Survey' (purple), 'Section 1' (red), 'Section 2' (red), 'Section 4' (red), and 'Section 5' (red). A blue arrow points from the 'DA FORM 5434' section to the 'Sponsorship Notification' section below it.

2. ARRIVAL INFORMATION TO ASSIST GAINING UNIT OR ACTIVITY (if additional space is necessary, please attach your documentation to the form)

a. I (Rank/Grade and Name) **Taylor, Daniel** am on assignment to (Gaining Installation) **PT SIL OK** and expect to arrive on/about (Month and Year) **Sep 2013**

b. Soldier's/Civilian's contact information:
Current Unit/Activity Address: _____
DSN Phone number: _____ Cell Phone number: _____ Email address: **daniel.taylor@us.army.mil**
Other (i.e., Social Media): _____
Leave Address and Phone number at this address until: _____

c. Status (check one): ☐ Married-accompanied ☐ Single-accompanied ☐ Single-unaccompanied ☐ Exceptional Family Member Program (EFMP) ☐ Yes ☐ No

d. Accompanied by Family members: NAME _____ AGE _____ SEX _____ RELATIONSHIP _____

Sponsorship Notification
Originator: Army Career Tracker Priority: Normal
Date: 25 Oct 2013 at 15:14:24 EDT Notice Expiration: 25 Nov 2013
Subject: Army Career Tracker (ACT)

Sponsorship Notice:
[Content of notification here]

Reply Delete Close

The DA Form 5434 is what drives the program

Notification are sent to PCSing individual to complete their DA Form 5434

Sections 1, 2, 4, and 5 are completed by the PCSing Individual. Section 3 is completed by the Sponsor

Clearing papers are being withheld until Sponsor completes Section 3 of DA Form 5434 or ETP 4187 Signed by a Bde



PCS Out-Processing Cont'd

UPON COMPLETION OF DA 5434/TASP SURVEY

Please send your request to:

usarmy.schofield.imcom-pacific.list.in-out-processing-hi@mail.mil

ONLY .MIL EMAIL ACCOUNTS WILL BE ACCEPTED

Indicate your name and **full SSN** in the body of the email

(ENCRYPT YOUR EMAIL)

Subject Line must read "Clearing Papers"

Failure to comply to these instructions will cause further delay in the receipt of clearing papers

Clearing papers are emailed 14 DAYS prior to your AVAL date. If you are not within your 14 day window we will send an email stating the earliest date they will be available.



Separation Out-Processing Procedures (Retirements, ETS or Separation Soldiers) Only

**Soldiers will complete the Army Transition
Assistance Program Exit Survey**

- **Army Transition Assistance Program Exit Survey
link:**

<http://www.myarmyonesource.com/ArmyTransitionProgramExitSurvey>

**Total Questions: 14
minutes**

Estimated Completion Time: 5

***You must use a web browser other than Internet
Explorer**



Ex. Firefox



Apple Safari



Google



***ENSURE FULL SSN IS INCLUDED IN**



Separation Out-Processing Cont'd

**SOLDIERS WITHOUT COMPUTER OR PRINTER ACCESS
PLEASE SEE THE LIST OF CAC-ENABLE
COMPUTERS AVAILABLE FOR YOUR USE**

**Visit: <http://www.garrison.hawaii.army.mil/dhr/default.htm>
Select the Out-Processing Tab.**

**Icon will read, "Click HERE for a listing of CAC-enabled
computers available for your use".**



**Soldiers MUST BE in duty uniform at ALL times
during**



Out-Processing

PT UNIFORM IS NOT ALLOWED

Schofield Barracks Library Mon & Tues 1100-1930
Wed-Sat 1100-1730

Fort Shafter Library Mon-Thur 1000-1800
Fri-Sun 1000-1600

Education Center, Schofield Barracks, Rm 203 Mon-Fri 800-1700

Education Center, Fort Shafter Flats, 9th Reserve Sq Ctr Bldg 1550, 1st floor,
Oceanside Mon- Fri 0630-1600

**Exceptions: Civilian attire accepted with a profile or memorandum from
Commander**



Separation Out-Processing

Cont'd

UPON COMPLETION OF THE SURVEY

Please send your request to:

usarmy.schofield.imcom-pacific.list.in-out-processing-hi@mail.mil

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ONLY .MIL EMAIL ACCOUNTS WILL BE ACCEPTED

Indicate your name and **full SSN** in the body of the email

Subject Line must read "Clearing Papers"

Failure to comply to these instructions will cause further delay in the receipt of clearing papers

*Clearing papers are emailed **14 DAYS** prior to your AVAL / report date to Transition. If you are within your 14-day window we will send an



Separating Soldiers

ALL SOLDIERS (ETS, MEDICAL, DISABILITY, RETIREMENT and CHAPTERS) are required to attend a **MANDATORY Pre-Separation**

Briefing which is held every **MONDAY AND WEDNESDAY @ 0930-1200** at Bldg 750 in Room 208 prior to clearing Finance. Soldiers will attend the briefing as soon as they receive separation orders and **NLT 10** days prior to their reporting date to Transition Center.

Documents required for the briefing:

- *ORDERS (2 copies)**
- *LEAVE FORM (2 copies)**

OFFICE HOURS AND LOCATION

BLDG 750 RM#103

M-F 0900-1600

Closed Thursdays and Training Holidays

Office Phone Number: 655-9100/1583.

POC: SGT Casarez NCOIC





USAHC-SB MEDICAL OUT-PROCESSING

Soldiers medically out-process MON, TUES, THURS, FRI 0700-1200 hrs, and WED 1300-1530 hrs at USAHC-SB

Location: Bldg 679, Glennan Rd, Schofield Barracks
Tel: 433-8200

All will start at Troop Immunizations, bldg 679

All Soldiers must be in a military uniform IAW Post Policy

All Soldiers will be screened for mandatory assessments and medical readiness requirements

All out processing Soldiers will sign for their medical records

Please start out processing at least 2 weeks prior to final date

Please start Retirement/ETS Physical exams at least 6 months prior to final date **Separation History and Physical Examination (SHPE).**
If you do not have a completed SHPE, USAHC-SB staff cannot sign off on your clearance papers when you out process

SEPARATING Active Duty Soldiers or RC Soldier w/ 180 dys > active duty



TAMC OUT-PROCESSING

CONTACT CLINIC FOR HOURS at TAMC

Behavior Health: 4th Floor, D-Wing Rm 247, Tel: 433-1323/6060

Medical Records: 4G-718, MOUNTAINSIDE - OUTPATIENT RECORDS, Tel: 433-6076

PDHRA: 4G-718, TRAILER X107 (PAST D WING) - OUTSIDE ACROSS FROM VA (APPT ONLY), Tel: 433-6834

Physical Exam/SHPE: 1ST FLOOR D WING, TAMC, Tel: 433-3345

All Soldiers must be in a military uniform IAW Post Policy

PLEASE START MED OUT-PROCESSING 2 WKS PRIOR TO FINAL CLEARANCE DATE.

PLEASE START RETIREMENT/SEPARATION PHYSICAL EXAM AT LEAST 6 MOS PRIOR TO FINAL DATE

Separation History and Physical Examination (SHPE)

If you do not have a completed SHPE, TAMC staff cannot sign off on your clearance papers when you out-process

SEPARATING Active Duty Soldiers or RC Soldier w/ 180 dys > active duty



Installation Voting Assistance Office (IVAO)

In Compliance AR 608-20, Army Voting Assistance Program, Out-processing Soldiers are encouraged to re-register and update the information as you transfer to your new installation or head back to your Home Residence.

- **Soldiers on PCS orders are recommended to complete a Federal Post Card Application Form (FPCA) and mail/fax/or email to your Local Election Officer (LEO) in order to receive your absentee ballot.**
- **Soldiers being released from active duty are required to notify their Local Election Office (LEO) that they are no longer covered in accordance with the provisions of section 42 USC 1973ff and required to submit a National Mail Voter Registration Form (NVRF).**
- **Completed FPCA/NVRF can be submitted to your IVAO, Unit Voting Assistance Officer (UVAO) or for more information on absentee voting, forms and LEO mailing address click on <https://www.fvap.gov/>.**

**IVAO is located at the Soldiers Support Center Bldg 750 Room 102 Ayres Avenue, Schofield Barracks, Hawaii, 808-655-5546,
usarmy.schofield.imcom-pacific.mbx.vote-usag-hi@mail.mil**

**Voting is our right and responsibility.
Register and Vote!!**



Contact Information

**Soldier Support Center
673 Ayers Road
Building 750, Room 102
Schofield Barracks**

**Hours of Operation
0900-1130 & 1300-1530 Monday - Friday
Closed on weekends, and Federal Holidays**

Phone: (808) 655-4274

Email:

usarmy.schofield.imcom-pacific.list.in-out-processing-hi@mail.mil